



Safety

PROGRAM MANAGEMENT

This pamphlet provides Air Intelligence Agency (AIA) units an effective management tool to review and critique the unit's safety program. This pamphlet may contain items that are not governed by directives; however, these items are based on proven management principles. This pamphlet is for use in all wing, center, group, squadron, detachment, and operating location self-inspection programs, and by AIA/IG inspectors. This pamphlet does not apply to AIA-gained Air National Guard or AIA-gained Air Force Reserve units.

SUMMARY OF REVISIONS

Identifies general references from Air Force Occupational Safety and Health (AFOSH) Standards, National Electric Code (NEC), 29 Code of Federal Regulations (Part 1910), Air Force Instructions (AFI) 91-202, 91-204, 91-207, 91-301, and AIA supplements. Identifies minimum requirements for all AIA organizations.

NOTE: This publication is *not* an all-inclusive checklist. It simply highlights some critical items contained within the Air Force 91 series instructions and Occupational Safety and Health (OSH) standards. Extensive other requirements exist that are not included in this publication.

1. **How to Use This Pamphlet.** Review each question and verify the function's status according to AIAI 90-201, *Quality Air Force Assessments*. Items that conflict with theater (oversea units) policy are marked "N/A," comply with theater policy, and send a letter to the Office of Safety (HQ AIA/SE) giving details of the conflict and unit recommendations. Items marked with an asterisk (*) are critical areas.

2. **Submitting Changes.** Submit recommended changes to this pamphlet through agency channels to HQ AIA/SE.

COMMANDER'S GUIDE

As the commander, you are personally responsible for the posture of your organization's safety program. To assist you in meeting this responsibility, your safety staff, whether full-time professional or additional duty, acts as your eyes and ears. They inspect, investigate or report mishaps, gather information, recommend corrective actions based on trends, and provide safety-education materials to meet the unit's needs. Since your safety staff's actions determine, to a great degree, the effectiveness of your program, select people to perform this duty very carefully. If you don't select the best available or if you fail to give them constant support, mishap prevention suffers and valuable resources are diverted from mission-essential tasks.

With minor exceptions, safety staff functions at AIA units are additional duty tasks. There is no limit to the number of people you may assign this duty; however, there should be at least one primary representative and one alternate to fill in when the primary representative isn't available. The representatives should know what is to be accomplished and ensure completion. Although few people chosen to fill this additional duty have previous safety experience, the vast majority work very hard to learn their responsibilities, become acquainted with safety standards, and act as a member of the commander's staff. Their success is easily demonstrated by a continuous decline in AIA mishap frequency rates.

Obviously, safety staffs of this size and experience can't be responsible for personally resolving the safety problems relating to the on- and off-duty activities of all assigned personnel. This underscores the importance of active functional managers' or supervisors' involvement in identifying and fixing problems within their areas of

responsibility. The key factor is your support and insistence that safety is everyone's responsibility--and that the safety staff's role is to help fulfill that responsibility.

Since safety personnel don't have the authority to correct deficiencies discovered outside their immediate work area, ensure all functional managers or supervisors are actively involved in eliminating hazardous conditions and reducing unsafe work practices and acts. This support will lower mishap rates.

Ensure safety staff personnel have free access to you to identify adverse trends and problems which may jeopardize your resources. To make safe living or working a reality in your unit, make sure safety staff personnel not only have the free access but also use it.

The Ground Mishap-Prevention Program

The ground mishap-prevention program covers a wide range of on- and off-duty activities for both military and civilian personnel. Parts of these education and publicity efforts are designed to help keep spouses and children safe and should be taken home to share with family and friends. The following paragraphs describe some of the major safety program elements.

Air Force Occupational Safety and Health (AFOSH) Program.

Federal safety and health requirements form the basis for this program, a program designed to provide employees a safe and healthful workplace where recognized hazards have been eliminated or effectively controlled. AFOSH standards, a special publication series, set minimum safety and health standards for Air Force workplaces. Safety standards are also in technical orders, AFIs, and other standard publications. Establish procedures to ensure local publications are consistent with AFOSH requirements and that all safety standards are available for use by all people. Proper training is essential to prevent mishaps.

In addition to the general safety training each individual receives upon entering the Air Force, provide job-safety training to all military and civilian personnel. The first-line supervisor is directly responsible for providing this training to newly assigned people. Whenever job tasks change or new hazards are identified, additional training is required. Written workcenter-specific or tailored job safety standards form the basis for this training. For the most part, concentrate on those tasks, local job-safety training, hazards, or operations which are new to a worker. Supervisors should take differences in local procedures, type of work, or new systems into account when developing or updating job-safety standards for use in training. AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program*, provides the basic elements to be addressed in the job safety training outline.

The Hazard Abatement Program.

Although hazard abatement requirements are established within the AFOSH program, this element is almost a special program by itself. All hazards and safety deficiencies which aren't corrected within 30 days after identification (without regard as to how or by whom identified) are tracked within the unit's hazard abatement program. The Air Force recognizes the fact that it isn't always practical to correct hazards and safety deficiencies immediately, so the hazard abatement program is designed to emphasize abating those hazardous conditions which are most likely to cause death, serious injury, or extensive property damage or loss. Lesser hazards and deficiencies are monitored until it becomes practical to initiate abatement actions.

To do this, each hazard or safety deficiency is evaluated and assigned a risk assessment code (RAC) based on the potential severity and probability of a mishap. This evaluation and RAC assignment should be accomplished by the safety staff (yours or the host) and the supervisor where the hazard or deficiency was identified. If a RAC 1, 2, or 3 is assigned, establish an abatement project and record the hazard on an AF Form 3, **Hazard Abatement Plan**. An abatement priority number (APN) based on the cost of corrective action, number of people at risk, and RAC is also set up in the process. Maintain a hazard abatement log, a listing of lesser hazards and deficiencies (assigned RAC 4 or 5), and periodically review the log to ensure the risks haven't increased.

Additionally, when planning facility modification or other resource allocations, review the hazard abatement log and RAC 4 and 5 listings to determine if it is practical and cost effective to have any of the identified hazards or

deficiencies corrected in the process. Inspection reports, hazard reports, and mishap reports may be closed when open items are transferred to AF Forms 3 or RAC 4 and 5 listings, thus simplifying followup requirements.

Traffic Safety Program.

This element of the mishap prevention program includes both Air Force and privately owned vehicle (POV) operations. People who operate Air Force vehicles receive special training. The host installation provides basic classroom training; the unit provides training needed to qualify for licensing to operate vehicles other than sedans and standard trucks (pickups). Unit vehicle control officers (VCO) monitor vehicle operations and inspect vehicles to ensure they are properly maintained. All AIA units are expected and encouraged to participate in the host installation traffic safety activities and to supplement these efforts with briefings and localized emphasis. Focus special attention on seat belt, fatigue, speed, and alcohol usage.

Safety Belt Program.

This one traffic safety program element is one of the single most mishap prevention programs relating to a mishap prevention. In a sense, the safety belt program is slightly misnamed, as it encompasses 11 types of vehicle occupant restraints and protective devices--including headrests, child seats, and motorcycle helmets. Generally speaking, safety belt emphasis takes up where the traffic mishap prevention program ends. Despite all efforts, the best defensive driver may end up in a situation there is no possible way to avoid a mishap. Safety belts and other protective devices offer the best chance of avoiding injury. Our mishap statistics clearly indicate that many of our drivers virtually walk away unharmed from collisions which could have resulted in serious, if not fatal injuries, simply because they were properly wearing safety belts. Unfortunately, the vast majority of our people who receive fatal injuries in traffic mishaps weren't using available vehicle occupant restraint devices. With few exceptions, these mishaps were survivable!

The safety belt program is designed to help people acquire the habit of utilizing safety belts through a combination of education and enforcement efforts. Most education is given through the traffic safety effort; enforcement is a bit more difficult. Air Force and Department of Defense (DoD) directives mandate using safety belts whenever traveling in an automobile. Although the installation traffic law enforcement activity is charged with ensuring compliance, AIA units are encouraged to supplement installation programs by conducting their own seat belt checks, identifying nonusers, and motivating personnel to use their belts. The frequency of the unit's safety belt checks depends upon the quality of the installation program and the unit's safety belt use rates--in short, the effectiveness of the unit's approach to motivating voluntary compliance. Periodic checks may only be needed to verify that the traffic safety education and publicity campaign works. On the other hand, if safety belt use is low, more frequent "enforcement" checks are warranted to allow you, the commander, to exercise your influence on a person-to-person basis.

Motorcycle Safety Program.

Schedule motorcycle operators to attend the Air Force training course normally available through the host installation safety office. Some installations offer other specialized motorcycle training which gives the operator an opportunity to demonstrate and refine their cycling skills. Take advantage of every opportunity to motivate younger drivers to acquire a mature approach to the driving. Past experience indicates that driving is the most hazardous activity any of them undertake. As commander, review AFI 91-207, *The US Air Force Traffic Safety Program*, to determine specific course requirements.

NOTE: There are specific operator training and mandatory clothing requirements contained within AFI 91-207.

Sports and Recreation Program.

The major portion of the AIA sport and recreation safety program consists of stimulating a high degree of safety awareness. The installation's safety office or the responsible AIA safety professional is responsible for ensuring facilities are in safe playing condition. However, as users, we have an obligation to help out whenever possible. This includes reporting unsafe conditions; observing the rules of play; and in many instances, providing people to help improve facilities, repair equipment, or officiate during games. Realistically, we can expect a number of associated sprains, strains, and bruises as a result of active participation in team sports. However, to minimize this

number ensure unit personnel and teams are properly coached, players receive proper preseason conditioning, and everyone abides with the rules of fair play in team sports, as well as when participating in impromptu play.

Safety Councils and Committees.

HQ AIA encourages subordinate organizations to establish their own safety councils to act as a forum for resolving safety-related programs and to ensure safety responsibilities are equally shared throughout the entire organization. All unit commanders are expected to participate in the host installation's AFOSH councils. If you, don't attend base council meetings, ensure your representative has the authority and grade to decide on unit resources which may be needed to support installation programs that impact all assigned. The bottom line on any council is that its effectiveness depends on participation. With your full support, a unit or installation council can be of immeasurable value in preventing mishaps. Lastly, one of the principle quality questions is "how do you communicate externally" to address safety issues, questions, and concerns.

Occupational Safety, Fire, and Health Councils.

The AFOSH council is established under DoD directives, chaired by the host Air Force installation commander, and meets quarterly. It provides a forum for senior leaders to discuss AFOSH matters, review hazard abatement plans, and assign responsibilities for resolving problems. The installation's safety officer manages the council, prepares the agenda, and publishes the meeting minutes. The council lists actions and assigns action items to appropriate members for resolution and followup. Tenant commanders are invited to participate and we highly recommend active participation. Active participation ensures unit occupational safety and health needs receive due consideration along with those of the host.

Safety Education Materials.

A wide range of safety education material is distributed throughout the Air Force and the agency. Some is sent directly to your unit and other items, notably AFRP 91-2, *Road and Rec*, is sent to your publication account representative for distribution.

Items normally sent to your safety staff include: Message traffic and other correspondence on safety program administration, equipment hazards, mishap trends within the agency or throughout the Air Force, changes in Air Force policies and directives, announcements of new publications, and like information designed to keep additional duty safety personnel as informed as possible. Some of this information requires discussing with functional managers, disseminating to workcenter supervisors, or publishing widely throughout the organization.

When manning and temporary duty (TDY) schedules permit, the host base and responsible AIA safety offices provide periodic safety information. This information is designed for use in the units safety education program. Some of the articles should form the basis for commanders' call topics; others are intended for supervisors' use in briefing their personnel. Articles are included for posting on unit safety bulletin boards. Safety kits or similar materials are not intended exclusively for your safety staff, nor is it designed for just simple read and initials. This traditionally becomes ineffective and probably will not properly educate your personnel. Rather, the intent is to have your safety staff review the materials upon receipt and determine which articles are pertinent for your organization and concentrate on those during the month. Most AIA units also receive like materials from the host installation safety office.

Safety Awards.

One of the most important aspects of mishap prevention is the recognition of individuals and units for their contributions to the safety program. The awards program provides recognition through presentation of some tangible acknowledgment for a job well done. Each AIA unit should develop some form of internal safety awards recognition program and the unit safety staff should ensure that the organization participates in the agency, Air Force, and host installation-administered safety awards program. An effective awards program is a very positive safety incentive. For full details on Air Force and AIA awards, refer to AFI 36-2833, *Safety Awards*. These awards include:

- **The Chief of Staff Individual Safety Award.** Is an annual recognition for significant individual contributions to the mishap prevention program with MAJCOM, FOA, or DRU soliciting nominations at the end of the calendar year. Each MAJCOM, FOA, or DRU may submit no more than two individuals for consideration by the Air Force Safety Awards Board.
- **The Director of Aerospace Safety Special Achievement Award.** Is an annual recognition for persons and one organization. Nominees and recipients of other awards are among the people and organizations considered by the awards board.
- **The National Safety Council (NSC) Award.** Is presented to units for their mishap prevention activities. The awards are based on mishap reduction frequency compared to the units previous 2 year average. Nomination packages are prepared by the AIA safety staff.

Mishap Investigation and Reporting.

All mishaps involving Air Force personnel or property are investigated. The sole purpose of a safety investigation is to identify causes so that you can begin action to prevent reoccurrence. Full details on safety investigations and mishap reporting is contained in AFI 91-204, *The US Air Force Mishap Prevention Program*, and applicable AIA supplements. Local procedures must be established to ensure your mishap investigators are notified as soon as possible after any mishap. Investigations should begin immediately thereafter; delaying the investigation process often hinders the investigator, since witnesses depart, relevant facts are cleaned up, participants forget, and a myriad of other reasons. You should get assistance from the nearest Air Force safety office when possible or contact your responsible AIA safety office and, or, HQ AIA/SE. Generally, reporting suspense's depends on the severity of the mishap. As commander, ensure the following report schedule is met:

- **Class A Mishaps.** Mishaps which result in fatal or permanent disabling injuries or a total costs of \$1,000,000 or more for injury, occupational illness, and property damage.
- **On-Duty Class A Mishaps.** On-Duty Class A mishaps require a preliminary message report within 8 hours after mishap occurrence. Oversea units send the message by immediate precedent, otherwise they use priority. A supplemental message (routine) is required within 72 hours. Progress message reports (routine) are required whenever significant information is uncovered or at 10-calendar-day intervals. The final progress report is due within 30 calendar days. The formal (final) report is also due within 30 calendar days. For most AIA Class A reports, the Aerospace Safety Automation Program (ASAP) will be utilized to develop the message reports.

NOTE: Additional duty safety staffs are not authorized to conduct formal Class A or B mishap investigations. All Class A or B mishap investigations are conducted by a qualified Air Force safety professional.

- **Off-Duty Class A Mishaps.** Off-Duty Class A mishaps require message reporting no later than (NLT) the end of the second duty day following the mishap. Supplemental message reports are submitted as required to update.
- **Class B Mishaps.** Class B mishaps are mishaps which results in permanent partial disabilities, hospitalization of three or more Air Force personnel, or a total cost of \$200,000 or more, but less than \$1,000,000. Class B mishaps, both on- and off-duty investigation and reporting criterions are identical. See AFI 91-204/AIA Sup 1 for additional details.
- **Class C Mishaps.** Class C mishaps cause an injury or occupational illness resulting in a lost workday case, involving days away from work or total property damage costs of more than \$10,000, but less than \$200,000. Class C mishaps, both on- and off-duty must be formally investigated and reported, however the time constraints is significantly reduced. According to AFI 91-204, AIA Sup 1, all Class C mishaps must be investigated and reported (upchanneled) to the responsible AIA safety office NLT 5th working day of the following month; that is, mishaps that occurred in January would have to be reported NLT 5th working day in February. Additional duty safety staffs are authorized to investigate and report Class C mishaps. Unit safety staffs must contact the designated Air Force host installation safety office to obtain a Mishap Control Number (MCN), and if necessary, request investigative assistance.

NOTE: At the discretion or direction of the Command Section (HQ AIA/CC), HQ AIA/SE or responsible AIA support organizational commander, the investigation may be conducted by qualified AIA safety professional.

- **Class D Ground Mishaps.** These mishaps include those which result in a lost workday case involving parts of days (less than 8 hours but greater than 1 hour) away from work for civilians or military personnel. Class D Ground mishaps, for **military personnel** do not need to be reported to higher headquarters. Unit additional duty safety staffs will investigate and record these mishaps utilizing the AIA Form 68, **Class D Ground Mishap Report**. These records will be maintained for no less than 24 months, and should be utilized when conducting trends analysis. Class D Ground mishaps, for civilian personnel do not require formal reporting to higher headquarters, however, all civilian mishaps must be recorded on the AF Form 739, **Occupational Injuries and Illness Log for Civilian Personnel**, and forwarded, monthly, to the designated host Air Force safety office.

NOTE: Civilian Class D mishap can also be investigated, recorded, and maintained on the AIA Form 68.

Evaluating Safety Programs.

To determine if the safety program is visible and viable, have the additional duty safety staff discuss the status of the program at staff meetings, councils, and other unit forums. Critical program elements should be addressed and special-emphasis efforts; that is, results of safety belt checks, current mishap experience, and facility inspection results be compared against previous years. You should support your safety representative by asking for monthly program reviews, conducting periodic facility inspections, and discussing mishaps with the victims.

You should insist on an indepth evaluation of unit safety program management during self-evaluations or assessments (recommend annually). If possible, have someone other than the additional duty safety representative conduct the assessment or evaluation. This pamphlet contains a number of checklists to facilitate a self-inspection or assessment process. You (as commander) should look for indicators of the degree to which supervisors and functional managers support and participate in the AFOSH program. Areas to consider include:

- Do the number and types of hazards and safety deficiencies identified by the safety staff indicate that supervisors are doing their part to provide safe and healthful workplaces?
- Are people familiar with the job-safety standards, which apply to the work tasks they perform? And, are they applying the safety precautions established for each task?
- Are supervisors properly training non-supervisory personnel? Is the training being accomplished utilizing a written training outline (see AFI 91-301) and documented on the AF Form 55, **Employee Safety and Health Education Record**? Is the training effectively stimulating safety awareness, or has it been reduced to a non-productive briefing (bottom-line: is it really training)?
- Do actions taken to resolve problems (found during safety inspections) address the cause instead of simply addressing a symptom?
- Do functional managers use the hazard abatement program to ensure resources are effectively applied to correct hazardous conditions on a "fix-the-worst-first" basis? And, are lesser hazards and deficiencies tracked until it's practical to expend resources to correct them?
- Are people aware of the hazard report program--AF Form 457, **USAF Hazard Report**? And, are they participating in it? When a person is involved in a mishap, do supervisors and functional managers take reasonable actions to help ensure other people aren't involved in similar occurrences instead of concentrating on the person directly involved? Is the mishap promptly reported to the unit safety staff?
- Is there any functional area which seems to have more than its "fair share" of mishaps? Recurring safety deficiencies, inspection findings, etcetera.
- Have mandatory (regulatory) safety education and training programs, that is, Hazard Communication, Lock-out/Tag-Out, Confined Space Entry, and BloodBorne Pathogen, etcetera, been developed and implemented where applicable. Is course attendance managed and proper documentation maintained?

Mishap statistics are often used to indicate the effectiveness of a unit's safety program. However, we caution against using mishap data as the sole indicator or in comparison with other units. Comparing one unit with another is usually misleading because circumstances vary so greatly. Comparison to the agency average is interesting; but, mostly from a goal-setting standpoint, not as an indicator of unit safety program effectiveness.

INSPECTION

The following inspection checklists are not directive and are not for use as authority to establish or implement procedures. They may contain items which are not governed by directives; however, these items are based on sound business practices and proven management principles. The AIA Inspector General (IG) uses this pamphlet when applying inspection criteria in AIAI 90-201. These checklist should be considered when conducting self-inspection or assessment of a unit safety program.

To earn a satisfactory or higher rating, critical areas should be at least satisfactory. IG team members or inspectors may assign ratings that accurately show observed performance, regardless of statistical outcome. Specific criteria are designed as a guide and not a substitute for IG judgment; however, when ratings differ greatly from established criteria, explain your rationale.

This pamphlet provides information about mishap-prevention programs activities for AIA commanders, professional safety managers or technicians, and unit safety representatives (USR) to use in establishing, maintaining, and evaluating their safety programs. The safety section or portion of the IG inspection report will rate each unit; starting from commander, down to workcenter level in several areas; mission accomplishment, AFOSH compliance, and improvement efforts. While the predominant area continues to be mission accomplishment, our philosophy recognizes and assesses the processes you have in place to validate how you are doing and ensure continuous improvement.

How to Rate Functions. The ratings used to describe the effectiveness of the function evaluated are outstanding, excellent, satisfactory, marginal, and unsatisfactory. Refer to AFI 91-202, AIA Sup 1, *The US Air Force Mishap Prevention Program*, for additional details. Rating definitions are as follows:

- **Outstanding.** Performance or operation far exceeds mission requirements. Procedures and activities are carried out in a far superior manner. Resources and programs are very efficiently managed and are of exceptional merit. Few, if any, deficiencies exist.
- **Excellent.** Performance or operation exceeds mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed, relatively free of deficiencies.
- **Satisfactory.** Performance or operation meets mission requirements. Procedures and activities are carried out in an effective and competent manner. Resources and programs are efficiently managed. Minor deficiencies may exist but do not impede or limit mission accomplishment.
- **Marginal.** Performance or operation does not meet some mission requirements. Procedures and activities are not carried out in an efficient manner. Resources and programs are not efficiently managed. Deficiencies exist that impede or limit mission accomplishment.
- **Unsatisfactory.** Performance or operation does not meet mission requirements. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed. Significant deficiencies exist that preclude or seriously limit mission accomplishment.

REGNER C. RIDER, Col, USAF
Vice Commander

Attachment
Program Management Guide

ALL PURPOSE CHECKLIST		PAGE	1	OF	30	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA PROGRAM MANAGEMENT		OPR	DATE			
NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)					
<p>* Denotes critical areas.</p> <p>Section A--Program Management</p> <p>Commander's Emphasis and Support:</p> <ol style="list-style-type: none"> 1. How does the commander emphasize, support, and manage the organization safety program? (AFI 91-202, 91- 301 and AIA Supplements thereto) 2. Does the commander set safety responsibility and policy, and actively participate in supporting the safety program? <ol style="list-style-type: none"> 2.1. Has the unit commander published a formal guide (operating instruction (OI), instruction, etcetera) addressing program management? 2.2. Has the commander published a formal safety "Policy" letter? 3. Do safety representatives and functional managers keep the commander fully informed of the program's status, problem areas, and activities? 4. If the unit has a safety council, does the commander chair the council and exercise leadership necessary to make it work? 5. Does the commander review hazard abatement plans, safety and health inspection reports, and unit mishap information? 6. Has a safety representative and at least one assistant been appointed (in writing) to administer the unit's safety program? 7. Does the commander make sure that the safety representatives are not tasked to correct deficiencies that are the responsibility of functional managers and supervisors? 8. Has the commander incorporated safety into the various forums; that is, commanders call, staff meetings, etcetera? 9. Is there evidence of command and staff support for the units safety program? 10. How well do you demonstrate effective leadership as "Chief of Safety"? 11. Have you determined or established meaningful metrics to measure how you're doing and guide you in your continuous improvement efforts? <ol style="list-style-type: none"> 11.1. Have you set realistic, but attainable goals and standards that support mission accomplishment? 12. Have you incorporated "Safety" as a portion of a well thoughtout strategic (Master) plan? 13. Have you developed the potential of your workforce by building an environment conducive to articulation, ownership, and growth? 14. Have you made the tough job easier and costly jobs less expensive (not just dollars, but manpower, etcetera)? 						

NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	<p>15. Have you benchmarked or compared your unit with similar functions, not just within the command or agency, but with anyone, anywhere (military or civilian) that has a related mission or applicable processes?</p> <p>Quality Indicators. (These are questions which should be asked by Commander.)</p> <p>16. Is your safety program an integral part of your unit's operations?</p> <p>17. Have you selected the best qualified individual to serve as your Air Force Occupational Safety and Health (AFOSH) representative?</p> <p>18. Have the following elements of your safety program been implemented and do you maintain oversight responsibility for:</p> <p>18.1. Compliance with safety, health, and fire prevention requirements?</p> <p>18.2. Safety inspection program?</p> <p>18.3. Hazard reporting program?</p> <p>18.4. Mishap notification procedures?</p> <p>18.5. Hazard abatement program?</p> <p>18.6. Procedures for imminent danger situations?</p> <p>18.7. Safety training for all employees?</p> <p>18.8. Identifying and providing applicable Occupational Safety and Health guidance?</p> <p>18.9. Enforcing compliance with Occupational Safety and Health guidelines?</p> <p>18.10. Ensuring compliance with Personal Protective Equipment (PPE) program requirements?</p> <p>18.11. Ensuring operations requiring PPE and special precautions are identified and posted?</p> <p>18.12. Ensuring the Air Force Hazard Communication Program (AFHCP) train-the-trainer is received by all supervisors.</p> <p>18.13. Ensuring AFHCP training or specific information is received by all personnel?</p> <p>19. Do safety inspection reports give you a comprehensive evaluation of your total mishap prevention programs and are root causes of deficiencies identified?</p> <p>20. When deficiencies are noted, does corrective action address the root causes to ensure a permanent fix?</p> <p>21. Does your safety program addresses off-duty as well as on-duty mishap prevention?</p> <p>22. Are you intimately aware of the safety program status?</p> <p>Safety Representatives.</p> <p>23. What are the unit safety representatives doing to ensure a strong established program? (AFI 91-202, 91-301 and AIA Supplements thereto)</p>			

ALL PURPOSE CHECKLIST		PAGE	3	OF	30	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA PROGRAM MANAGEMENT		OPR	DATE			
NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)					
	24. Have safety representatives been trained by the host installation or responsible AIA safety office?					
	25. Do safety representatives attend meetings, conferences, and councils?					
	25.1. Does the unit safety representative conduct or hold periodic safety meetings with workcenter safety monitors or representatives?					
	25.2. Are records maintained to reflect dates, topics, and attendance?					
	26. Do safety representatives conduct periodic spot-inspections of all unit facilities and work areas?					
	26.1. Is the AIA Form 137, Safety Inspection Report , utilized to document inspections?					
	27. When safety representatives are not responsible for corrective actions, do they make appropriate recommendations and monitor actions until closure?					
	28. Does the safety representative perform periodic spot-inspections?					
	29. Does the safety representative ensure that host base inspection reports are forwarded and reviewed by the unit commander?					
	30. Does the responsible safety representative provide assistance to geographically separated detachments (det) and operating locations (OL)?					
	31. Does the safety representative ensure all mishaps are reported and that reports are properly completed?					
	32. Does the unit additional duty safety representative inspect high interest areas at least monthly?					
	33. Are periodic briefings provided to the commander?					
	34. Is the status of mandatory safety training monitored by the additional duty safety representative?					
	34.1. Supervisor Safety Training.					
	34.2. Initial Safety, Fire Protection, and Health On-The-Job training.					
	34.3. CPR/Self-Aid Buddy Care.					
	34.4. Bloodborne Pathogen.					
	34.5. Newcomers "Local Orientation" Drivers Safety Course.					
	34.6. Motorcycle Operators Course.					
	34.7. Hazard Communication Program.					
	34.8. Fire extinguisher training (annually).					
	35. Does the unit additional duty safety representative keep a complete set of AF Forms 3, Hazard Abatement Plan , and record of unabated risk assessment codes (RAC) 4 and 5 hazards?					

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NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	36. Has the unit safety representative developed and maintained a program management folder or book?			
	37. Does the unit safety representative assist supervisors in eliminating hazards and, or, forwarding AF Form 457, USAF Hazard Report , to the host safety office?			
	38. Does the unit safety representative distribute safety related material to unit personnel?			
	39. Is the unit safety representative knowledgeable of supervisor safety responsibilities?			
	40. Is mandatory safety training properly documented on AF Form 55, Employee Safety and Health Record ? (AFI 91-301, para 7.2.3)			
	Office Administration.			
	41. How are information, guidance, and records made available and used to support the safety program? (AFI 91-202, AFM 37-139)			
	42. Are files maintained according to appropriate Records Management requirements?			
	43. Do safety representatives have access to safety publications?			
	43.1. Are the publications maintained by safety representatives current?			
	43.2. Are applicable AFOSH standards readily available for review by workers?			
	44. Are mishaps reports, safety inspections, and hazard reports logged and filed?			
	44.1. Is followup action documented?			
	44.2. Do logs show current status of "open" items?			
	45. Are procedures in effect to ensure everyone is familiar with and knows where to review AFOSH standards and other safety directives related to their normal duties?			
	Host-Tenant Relations.			
	46. What is the health of host-tenant relations?			
	47. Does a host tenant support agreement exist? If yes, does it address inspections, training, and mishap investigating and reporting?			
	48. Are unit safety representatives satisfied with support received from their host's safety office?			
	49. Is the host satisfied with tenant participation in the base's safety program?			
	50. Have bioenvironmental surveys been conducted in industrial areas annually?			
	51. Has the host base provided written guidance concerning hazardous waste disposal?			
	52. Has the host installation provided written guidance and assistance concerning the Air Force Hazard Communication Program?			
	53. Has the host base provided hearing conservation program coverage to personnel exposed to hazardous noise?			
	54. Does the host safety office provide mishap control numbers (MCN) for all reportable mishaps?			

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TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA PROGRAM MANAGEMENT		OPR	DATE	
NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	Safety Program Guidance. 55. How have the various safety program areas been addressed within the unit? 56. Does the unit support the host Air Force Mishap Prevention Program and adapt it to meet their needs? If so provide ways. 57. Has an Air Force Occupational Safety, Fire Prevention, and Health Program been implemented? If so, are the following areas addressed? 57.1. Reporting hazards? 57.2. Posting notices of hazards? 57.3. Keeping hazard abatement plans? 57.4. Investigating and prompt reporting of mishaps or accidents? 57.5. Performing safety inspections and preparing reports? 57.6. Replying to inspection reports? 57.7. Submitting monthly mishap data reports and AF Form 740, Ground Mishap and Safety Education Summary , report? 57.8. Disseminating safety information? 57.9. Establishing or participating in the safety council? 57.10. Has an AF motor vehicle mishap prevention program been developed or implemented? 57.11. Meeting explosives safety requirements? 57.12. Has PPE been provided to applicable personnel? 57.13. Keeping the commander, functional managers, and supervisors informed of the safety programs status? 57.14. Establishing mandatory (formal) safety training programs that is, HAZCOM, Lockout/Tagout, CPR/Buddy Care, Confined Space Entry, Bloodborne Pathogen, Fire Extinguisher, etcetera? 57.15. Promoting effective safety programs at detachments and operating locations? Safety and Health Council. 58. How are decisions made concerning unit safety problems or issues? 59. At units which have safety and health councils: 59.1. Are meetings as scheduled and is attendance adequate? 59.2. Are agenda and meeting minutes provided to the membership?			

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NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	59.3. Are action agencies set for open items, suspense's set, and the status noted?			
	59.4. Is the council effective and helping the safety program?			
	60. Participation in the host's installation safety and health council.			
	60.1. Does the unit commander or designated representative regularly attend meetings of the host's safety council?			
	60.2. Does the unit receive minutes?			
	60.3. Is action taken and documented on items which apply to the unit?			
	60.4. Are unit members aware of council issues, decisions, etcetera?			
	Safety Inspections.			
	61. How are areas and facilities kept in compliance with federal standards and laws?			
	62. Are all facilities inspected by host's safety personnel? If not, who accomplishes the unit annual facility and program management inspections or evaluations?			
	63. Are reports prepared or documented using AIA Form 137.			
	64. If deficiencies are noted, are OPRs tasked to reply to inspection findings and are follow-up spot inspections conducted to ensure corrective actions are adequate?			
	65. Does the commander review inspection reports?			
	66. Do unit safety personnel conduct and document spot inspections?			
	67. Are all identified hazards assigned RAC?			
	68. Are hazards which are assigned RAC 1, 2, or 3, if not abated within 30 days, listed on an AF Form 3?			
	69. How are unabated RAC 4 or 5 hazards documented?			
	70. Do supervisors promptly post notices AF Form 1118, Notice of Hazard of RAC 1,2 or 3, in the affected work area on, at or as near as possible to the hazard identified?			
	71. Do annual safety inspection reports contain:			
	71.1. The unit, activity, or work area inspected?			
	71.2. The date of the inspection?			
	71.3. A description of any safety hazards or unsafe work practices, noted with references?			
	71.4. Cause of deficiencies and hazards noted?			
	71.5. Recommendations for corrective action?			
	71.6. RAC for identified hazards, where applicable?			

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NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	Hazard Reporting 72. How are hazards identified and managed within your unit? 73. Are AF Form 457, USAF Hazard Report, displayed and readily accessible to all personnel? 74. How are reports processed, evaluated, at the lowest level? 75. How are hazards (RAC 1,2, or 3) not corrected within 30 days entered on the appropriate AF Form 3? 76. Are originators informed of actions taken on submitted reports ? Mishap Investigation and Reporting 77. How do the unit safety representatives identify and report mishaps? 78. Are AF and AIA prescribed mishap reporting procedures followed? 78.1. How do supervisors notify safety representatives? 78.2. How are mishaps upchannel to responsible AIA safety office? 79. Could formal safety investigators be provided adequate work space, clerical help, and time to investigate mishaps and compete reports? 80. Are Class D mishaps recorded on AIA Form 68, Class D Ground Mishap Report , or log entry ? 81. Are Class C mishaps prepared according to AFI 91-204/AIA Sup 1, Investigating and Reporting USAF Mishaps ? 82. Are suspense dates for submitting reports met? 83. Do reports show causes and corrective actions? 84. Are Mishap and Safety Education Summary Reports (RCS: HAF-IGD(M)7113) accurate; are they submitted before the seventh day of each month following? 85. Is mishap experience analyzed to determine trends and problem areas? (AFI 91-204) Hazard Abatement 86. How are hazards controlled and eliminated? 87. Are AF Forms 3 maintained? 88. Are all RAC 1, 2, or 3 hazards which cannot be corrected within 30 days entered on AF Form 3? 89. Is a copy of each AF Form 3 sent to the installation ground safety office for inclusion into the installations formal Hazard Abatement Plan? 90. Do supervisors and managers have knowledge of the program?			

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NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
91.	Have projects been setup to correct deficiencies with RAC 1, 2, or 3 assigned?			
92.	Are AF Form 3 or log entries maintained of hazards or discrepancies coded with either RAC 4 or 5?			
93.	Do the commander and functional managers use the AF Form 3 to rank resource allocations and correct safety deficiencies on a "worst first" basis?			
	Safety Education			
94.	What safety education initiatives are used to enhance unit mishap prevention?			
95.	Has the safety representative setup a process to disseminate mishap prevention information?			
96.	Are general publications received and made available to people throughout the unit?			
97.	What processes are in effect to ensure the goal of making people aware of safety information which applies to them?			
98.	How does the unit ensure personnel attend formal or informal safety education classes?			
99.	When base training is not available, has the unit provided an in-house substitute?			
100.	Is information presented in base training courses amplified and reinforced by the unit's safety education program? If so, how?			
101.	Does the unit prepare localized briefings, displays, or other safety publicity to emphasize current mishap prevention needs?			
102.	How is information routed to supervisors to use in their job safety training program?			
103.	Are newcomers briefings provided to all assigned personnel relating to the unit's mishap prevention program?			
104.	Are people departing on temporary duty (TDY) or permanent change of station (PCS) briefed on:			
104.1.	Safety precautions they should follow to avoid mishaps?			
104.2.	Requirements to report any mishap resulting in disabling injuries?			
	Air Force Hazard Communication Program.			
105.	How are employees notified of hazards associated with using or handling hazardous materials in the work place?			
106.	Has a written HAZCOM program been implemented by the host base? (AFOSH Std 48-21)			
106.1.	If yes, has the unit provided written guidance for supporting implementation within the unit?			
106.2.	If no, has the unit established their own HAZCOM program?			
107.	Have the requirements of the AFHCP been briefed to all personnel and documented on AF Form 55?			
108.	Is the host health official provided a complete chemical inventory listing of all chemicals used?			

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NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	<p>Confined Space Entry Program.</p> <p>111. How are employees notified and trained on confined spaces, the associated hazards, and emergency procedures, etcetera? (AFOSH Std 91-25)</p> <p>112. Has a written program been developed and published?</p> <p>113. Are employees informed of the existence, location, and danger posed by the confined space?</p> <p>114. Are appropriate danger signs or placards posted at the entry point?</p> <p>115. Are personnel trained to know space hazards, exposure symptoms, PPE requirements, rescue and emergency procedures, CPR, attendant responsibilities, and permit procedures?</p> <p>Lockout/Tagout Program.</p> <p>116. Has a formalized program been establish, are employees trained, and is training properly documented? (AFOSH Std 127-45)</p> <p>117. Has a formal program been established for affixing lockout/tagout devices to disable machines or equipment to prevent unexpectant start-up or release of energy to prevent injury to employees?</p> <p>118. Have appropriate employees been trained and is training properly documented?</p> <p>119. Is the program reviewed annually?</p> <p>120. Has host installation or responsible AIA safety office personnel been contacted to determine if a formal program is warranted? If deemed necessary, has a formal OI been published?</p> <p>Bloodborne Pathogen Program. (OSHA 1910.1030)</p> <p>121. Has a formal in-house program been established and implemented for appropriate personnel? Or has an arrangement been made with host base medical officials?</p> <p>121.1. Personnel assigned to Communication Cable, Antenna, and Communication-Electrical (C-E) Systems require this training. (See AFOSH Std 91-50)</p> <p>122. Is the training recorded on AF Form 55?</p> <p>123. Is appropriate PPE provided to all employees?</p> <p>Quality Assessment.</p> <p>124. How has the commander, professional safety manager, unit safety representative, and leadership at all echelons implemented or integrated the USAF Quality principle into the organizational safety program?</p> <p>125. How effective is your ground safety program?</p> <p>126. How do you know your unit safety program is on track?</p> <p>126.1. Occupational safety program management.</p>			

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NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	<p>126.2. Training and use of responsible and host support safety staff:</p> <p>126.3. Councils and committees.</p> <p>126.4. Education and training.</p> <p>126.5. Trends analysis.</p> <p>126.6. Traffic safety education.</p> <p>126.6.1. Seat belt compliance.</p> <p>126.6.2. Driving while intoxicated (DWI) prevention and awareness.</p> <p>126.6.3. Training or education programs.</p> <p>126.7. Inspection Program (annual, spot, high-interest) .</p> <p>126.8. Mishap investigation and reporting.</p> <p>126.9. Hazard reporting, identification, and abatement.</p> <p>126.10. Use of PPE.</p> <p>126.11. Knowledge of and enforcement of applicable safety standards.</p> <p>126.12. Program management folder.</p> <p>Facilities and Grounds.</p> <p>127. Housekeeping.</p> <p>128. Proper use of tools and electrical equipment.</p> <p>129. Condition of floors, stairwells, entrance or exit ways, sidewalks, and office equipment.</p> <p>130. How actively do you solicit feedback from your customers and provide feedback to your suppliers or customers to satisfy their expectations?</p> <p>131. How do you ensure key processes are maintained to comply with AFOSH program and to satisfy customers?</p> <p>131.1. AF Form 55.</p> <p>131.2. Safety, fire, and health on-the-job, written training lesson plans.</p> <p>131.3. Formal education and training attendance.</p> <p>131.4. Workcenter inspections and documentation.</p> <p>132. How will you continue to improve your processes and the quality of the ground safety program?</p> <p>132.1. Benchmarks.</p> <p>132.2. Supplier interaction.</p>			

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NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	<p>133. What successes have resulted from your improvements?</p> <p>134. How do you measure how well you're doing to support your goals, standards, and mission accomplishments?</p> <p>Section B--Program Implementation</p> <p>*Division, Branch, and Section Safety.</p> <p>135. How do the divisions, branches, and sections support and implement the unit safety program?</p> <p>136. Are functional managers, supervisors, and workers aware of their mishap prevention responsibilities?</p> <p>137. Does the functional manager ensure a safe and healthful work environment is provided for assigned personnel?</p> <p>138. Is safety considered an inherent part of each supervisor's duties?</p> <p>139. Do supervisors enforce the Air Force safety and health standards which apply to their workcenters?</p> <p>140. Has a written Job Safety Training Outline been setup or tailored for each workcenter, shop, or activity?</p> <p>141. Do supervisors use these outlines when conducting job safety training for all?</p> <p>142. Are supervisors regularly enforcing safety requirements?</p> <p>143. Do supervisors conscientiously observe work areas and work processes for safety on a daily basis?</p> <p>144. Do functional managers and supervisors regularly emphasize both on and off-the-job safety?</p> <p>145. Do supervisors help safety people identify required personal protective equipment; do they monitor using this equipment?</p> <p>146. Do workers consider their work place safe?</p> <p>147. Do unit people know when and how to submit an AF Form 457 and are forms readily available?</p> <p>148. Do people know where to find and how to use emergency and fire-prevention equipment; how to report a fire?</p> <p>149. Do workers know mishap notification requirements for personal injury?</p> <p>150. Has protective equipment been identified where required, made available, and do workers know how to use it?</p> <p>151. Are safety standards available to and understood by managers and supervisors who must apply them?</p>			

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NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	152. Have the workers been made aware of the standards and do they have access to them?			
	153. Does everyone in the workplace know all emergency escape routes?			
	154. Are workers aware of the hazards which exist in their work areas?			
	154.1. Do they know what safety precautions are required?			
	154.2. Do they apply them?			
	155. Do supervisors consider the safety representative as an advisor as opposed to the only one responsible for safety?			
	156. Do supervisors record safety training on AF Form 55 items?			
	*Explosives Safety.			
	157. How does your unit handle and store explosives? (AFMAN 91-201, AFI 91-202/AIA Sup 1)			
	158. Does the unit have a copy of the host's explosives safety program? Are all applicable requirements being met?			
	159. Have explosives safety standards, in the form of explosives OI, been prepared for each activity which handles, stores, or uses explosives items?			
	160. Do OIs cover:			
	160.1. Explosives limits, including the hazard class and division of explosives involved?			
	160.2. Personnel limits?			
	160.3. Exact location where operations will be done?			
	160.4. Safety requirements, including all special requirements for personal protective clothing and equipment?			
	160.5. Step-by-step procedures (in proper sequence) for doing the task?			
	160.6. Actions to take in an emergency?			
	161. Are OIs available and used during each explosives operation? If OIs incorporate other explosives standards by reference, are referenced standards also available?			
	162. Has each person whose duties involve access to locations or operations where explosives hazards are present been briefed on these hazards and the safety precautions to follow?			
	163. Have people exposed to explosives hazards other than small arms ammunition (including cartridges for power actuated tools, document destroyers, or small tear gas items) received annual, weapons safety training from the weapons safety officer or noncommissioned officer (NCO)?			
	164. Have all units' explosives storage locations been licensed by the host's explosives safety representatives?			
	165. Is the license posted at the storage location?			
	166. Are storage locations secured to prevent pilferage or unauthorized entry?			

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NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	167. Is each explosives item stored in an approved shipping container which is closed and in good repair?			
	168. Are explosives stocks adequately ventilated and protected from moisture and high temperatures?			
	169. Are fire extinguishers, proper for the hazard, readily available at the storage location?			
	170. Are proper fire fighting guidance symbols displayed on the building and, if applicable, on the inner room containing the explosives?			
	171. If smoking is allowed in the explosives location has the base fire marshal granted written permission?			
	172. Are explosive storage facilities inspected annually by qualified safety people?			
	173. Are at least two suitable, first aid fire extinguishers available for immediate use when handling or using explosives?			
	174. When explosives are transported are pertinent requirements of AFMAN 91-201 adhered to?			
	175. Are explosives mishaps investigated and reported according to AFI 91-204?			
	176. Are adequate procedures setup to ensure proper action is taken whenever explosives items are suspended or restricted from issued and use?			
	177. Are procedures in effect to ensure explosives residue is inspected and disposed of according to T.O. 11A-1-60?			
	178. Are explosives items inspected before use as required by the specific item Technical Order?			
	179. Is the explosives storage facility equipped with:			
	179.1. Lightning protection.			
	179.2. Audible fire alarm systems.			
	180. Does the installation fire department conduct semiannual response exercises?			
	Quality Assessment.			
	181. How effective is your explosives safety program?			
	182. How do you know your explosives safety program is on track?			
	182.1. Program management.			
	182.2. Inspections (annual, semiannual, high-interest, spot).			
	182.3. Mishap prevention, investigation, and reporting.			
	182.4. Education and training.			

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NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	<p>182.5. Enforcement of, and compliance with explosives safety standards and technical publications.</p> <p>183. Do you actively solicit feedback from your customers and provide feedback to your suppliers?</p> <p>184. How do you measure how well you're doing to support your goals, standards, and mission accomplishment?</p> <p>184.1. Have measurable goals and initiatives been established and integrated into the unit's Master Plan?</p> <p>184.2. Have realistic indicators or devices for measurement been determined?</p> <p>185. How will you continue to improve your processes and the quality of the explosives safety program?</p> <p>186. What successes have resulted from your quality improvement efforts?</p> <p>*Flight Safety.</p> <p>187. How does the unit interface with host flight safety program requirements?</p> <p>188. Has the unit published a flight safety program directive to expand on HQ AIA Flight Safety Program provisions?</p> <p>189. Are the Office of Current Operations (HQ AIA/DO) and the Office of Safety (HQ AIA/SE) notified of matters which seriously impact on flight safety?</p> <p>190. Does the aircrew safety representative advise the unit commander on all matters pertaining to aircrew safety?</p> <p>191. Is close coordination with the operating command kept to ensure common mishap reporting procedures are followed?</p> <p>192. Is the unit represented at the operating command's flight safety meetings to ensure :</p> <p>192.1. Common aircraft safety procedures are setup?</p> <p>192.2. Changes in operating procedures are promptly passed on to AIA crewmembers?</p> <p>192.3. The operating command is notified of flight safety problems involving AIA crewmembers?</p> <p>193. Are safety and unit standardization and evaluation functions coordinating on all flight safety matters?</p> <p>194. Are USAF, theater, and operating command flight safety publications circulated among or available to crewmembers?</p> <p>195. Are records kept of unit flight safety activities?</p> <p>196. Does the safety representative provide flight safety material for commander's call, permission briefs, and the flying safety bulletin board?</p> <p>197. Does the flight safety officer, NCO, or appropriate representative:</p> <p>197.1. Monitor crew rest for adequacy before an operational mission?</p>			

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NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	197.2. Ensure a continuing education program to acquaint crewmembers with physiological hazards such as drugs, alcohol, hypoxia, and CBM fire extinguisher fumes?			
	197.3. Periodically check to ensure loose objects are secured before flight?			
	197.4. Periodically check that all hatches and exits are clear during the flight?			
	197.5. Monitor crewmembers for oxygen discipline?			
	197.6. Ensure that crewmembers are made aware of responsibilities and duties for ditching, fire, bailout, decompression, and emergency destruction?			
	197.7. Ensure that parachutes are properly stored to prevent damage?			
	197.8. Ensure that all crewmembers know how and are aware of their responsibility for reporting hazards?			
	197.9. Ensure that all crewmembers are trained initially, and every 2 years thereafter, in using portable fire extinguishers carried on the aircraft? (AFOSH Std 127-57)			
	Quality Assessment.			
	198. How do you know your flight safety program is on track?			
	198.1. Mishap prevention and dissemination.			
	198.2. Data analysis.			
	198.3. Education and training.			
	198.4. Medical standards (that is, flight physicals, DNIF program, etcetera).			
	198.5. Awards.			
	198.6. Exercise participation and planning.			
	198.7. Feedback from flying customers and suppliers.			
	198.8. Crossflow ideas and programs.			
	199. What continuous improvement processes are you using to improve the flight safety program?			
	199.1. Benchmarks and comparisons.			
	199.2. Supplier interaction.			
	200. Have you realized any positive improvements by using continuous improvement processes?			
	*USAF Vehicle Safety.			
	201. How are government vehicles and their operators kept in compliance? (AFOSH Std 127-20 and AFMAN 23-210)			

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NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	<p>202. Are vehicle control officers (VCO) meeting their mishap prevention responsibilities?</p> <p>203. Are vehicles kept in safe operating condition?</p> <p>204. Are safety belts clean, well maintained, and used?</p> <p>205. Are vehicle operators trained and qualified in their assigned vehicles?</p> <p>206. Are all vehicle mishaps investigated and reported according to AFI 91-204/AIA Sup 1?</p> <p>Section C--Safety Standards Compliance.</p> <p>NOTE 1: Items in this section are for use in evaluating overall compliance with AFOSH Standards and are not all inclusive. They represent some of the more critical safety requirements applying to AIA facilities and activities and deficiencies commonly noted during past inspections. When making indepth inspections, AIA activities must also use the expanded checklists in these AFOSH standards.</p> <p>NOTE 2: Unit safety staffs and management at all levels must determine which publications are applicable for their workspaces and ensure publications are readily available to all assigned personnel. A complete listing of all Air Force Occupational Safety and Health (AFOSH) publications is contained within AFIND 17. (NOTE: Due to series redesignations, new or revised 127 series AFOSH standards will be 91 series (Occupational Safety) and 161-series standards will be 48 (Occupational Health) series).</p> <p>Buildings.</p> <p>NOTE: Facility criterions are contained within several AFOSH standards.</p> <p>207. Are buildings free of structural weaknesses or deterioration?</p> <p>208. Are roofs free of refuse and leaks?</p> <p>209. Are loads on floors which show signs of overloading temporarily reduced until repairs are made?</p> <p>210. Are fixed ladders properly mounted and safety devices installed where applicable?</p> <p>211. Are fire alarm signals distinctive in sound from other signals in the area; is this sound only used for fire detection and warning?</p> <p>212. Do doors from rooms to an exit or to a way of exit swing with exit travel?</p> <p>213. Are exit ways reasonably straight and free of obstructions?</p> <p>214. Are doors, passages, or stairways which are neither an exit nor a way to an exit, identified by a sign reading "Not an Exit" or similar designation, such as "To Basement," "Storeroom," "Closet," etcetera.</p> <p>215. Is panic hardware installed on exit doors of all public assembly, educational, operational, and mercantile buildings?</p> <p>216. Are exit doors kept unobstructed and unlocked in the direction of egress while the building is occupied?</p> <p>217. Are moveable windows kept in good operating condition to prevent sticking?</p> <p>218. Are broken window panes and screens promptly repaired or replaced?</p>			

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NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	219. Are plate glass doors affixed with stickers, markers, or appliques to indicate when doors are closed?			
	220. Do basements used for offices have at least two emergency exits to prevent people from being trapped in emergencies?			
	221. Is adequate fresh air circulation available in basement offices?			
	222. Has a formalized OI been published addressing actions for "Disabled" persons; that is, have emergency evacuation, attendants, etcetera, been established and coordinated with host installation fire department officials?			
	223. Are all areas adequately lighted? (National Fire Code 56A; AFR 88-15)			
	224. When lighting is questionable, is the determination made by the installation bioenvironmental engineers?			
	225. Are illuminated exit signs installed in dorms, office buildings, and similar places of public use?			
	226. Are battery-operated emergency lighting units installed as required by the NFPA 101, NFPA Life Safety Code, or as considered necessary by the base's fire department and ground safety office?			
	226.1. Do installed lights work?			
	226.2. Are lamps aimed to illuminate egress routes?			
	227. Are guards or tube lock clips installed on fluorescent light fixtures to prevent tubes from falling?			
	Exception: Fixtures with no slotted opening in the tube mount are designed so the tubes won't accidentally dislodge.			
	228. Are floors kept clean, dry, free of debris, and in good condition to prevent tripping hazards?			
	229. Are floor openings guarded by railings, toeboards, or other means?			
	230. Are floor openings adequately illuminated after dark?			
	231. Are aiseways clearly defined; kept free of hazardous obstructions or tripping potentials?			
	Fire Extinguishers. (AFOSH Standard 127-56)			
	232. Are sufficient numbers and appropriate types of fire extinguishers readily available?			
	233. Are fire extinguishers installed on hangars, brackets, or cabinets, and are they inspected monthly?			
	233.1. Is documentation maintained to reflect inspection accomplishment date?			
	234. Are locations easily spotted and unobstructed? If not, are directional arrows, marked with the extinguisher classification, provided?			
	235. Where Halon fire extinguishing systems are installed, have people who work in the protected area received training from the base's fire department?			

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NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	<p>Electrical Power and Extension Cords.</p> <p>NOTE: The National Electric Code, Article 400-8, prohibits using flexible cord as a substitute for fixed wiring of a structure; where it's run through holes in walls, ceilings, or floors; where it's run through doorways, windows, or similar openings; where attached to building surfaces; or where concealed behind building walls, ceilings, or floors.</p> <p>236. Are flexible cords used only in continuous lengths without splice or tape?</p> <p>237. Are extension cords used only on appliance, expressly permitted by the National Electrical Codes?</p> <p>238. Are extension cords used with portable tools or appliances and equipment which requires grounding of the three-wire type and are attachment plugs of "dead-front" construction?</p> <p>239. Is the use of two-wire, light-duty cords restricted to use with lamps, wall clocks, pencil sharpeners, and other similar low-amperage devices not requiring grounding?</p> <p>240. Is electrical equipment used only for its listed or labeled identified use?</p> <p>NOTE: Installation of a wall box and duplex receptacle on a flexible cord for use as an extension cord is unacceptable.</p> <p>241. Is the minimum amperage rating of an extension cord at least equal to, but not less than, the amperage rating of the item being powered from the cord?</p> <p>Stairs. (AFOSH Std 127-22)</p> <p>242. Are interior and exterior stairways illuminated so that all treads and landings are clearly visible?</p> <p>243. Are inside stair lights equipped with switches at top and bottom landings?</p> <p>244. Are stair risers heights consistent in size for each flight of stairs?</p> <p>245. Are all stairs, landings, and platforms strong enough to safely carry a moving load of at least 1,000 pounds?</p> <p>246. Are stairways wide enough to carry maximum traffic without jamming; at least 22 inches wide?</p> <p>247. Are stairs and steps kept free of debris and other obvious hazards?</p> <p>248. Are loose boards, insecure treads, protruding nails, and worn or torn stair treads promptly repaired or replaced?</p> <p>249. Are slippery or worn treads replaced or made safe with a coating of non-slip surface material?</p> <p>250. Are stair nosing securely fastened, rounded, or beveled to prevent people from catching their heels on the treads?</p> <p>251. Are handrails provided for all stairs with four or more risers?</p> <p>252. Are handrails placed on each open side?</p> <p>253. Is a center handrail installed on stairs wider than 88 inches?</p>			

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NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	254. Are stair railings strong enough to withstand a thrust of 200 pounds at any point along the top of the rail?			
	255. Do handrails have smooth surfaces all along the full length of the stairway?			
	256. Are handrails located 30 to 34 inches above the treads?			
	257. Where there is less than 7 feet of headroom over stairs, are obstructions padded or are suitable warning signs posted and obstacles clearly painted in contrasting colors?			
	Grounds. (AFOSH Std 127-22, AFOSH Std 127-54, and AFOSH Std 91-66)			
	258. Are roads and walkways kept clear, in good repair, and well defined?			
	259. Are parking lots and outside work areas well illuminated and kept free of hazardous materials?			
	260. Are walkways constructed of a firm material such as blacktop or concrete?			
	261. Are construction areas clearly identified by signs and protected by barriers?			
	262. Are appropriate warning signs posted and visible markings provided for all lines, wires, and similar obstructions strung less than 7 feet above ground? (AFOSH Std 91-50)			
	263. Are open ditches, which present a hazard, illuminated at night, identified by day, and properly guarded?			
	Grounds, Lawn Care, and Mowing. (AFOSH Standard 91-66 and T.O. 47C-1-1)			
	264. Does the operator accomplish the following before commencing lawn mowing:			
	264.1. Clear people from the area to be mowed?			
	264.2. Inspect area for foreign objects, sprinkler heads, holes, soft ground, obstructions, etcetera?			
	265. Are power lawn mowers and edgers in safe operating condition?			
	266. Are rotary powered mower blades always set at least 1 1/2 inches above ground level?			
	267. Are safety toe shoes or metal toe guards available for powermower operators? NOTE: Metal toe guards are mandatory when the mower is not equipped with a rear drag plate.			
	268. Is eye protection provided and used for power edgers and trimmers?			
	269. Is gasoline for powermowers and edgers kept in safety cans, plainly lettered "gasoline," and stored safely?			
	Housekeeping. (AFOSH Std 91-66 and AFOSH Std 127-22)			
	270. Are sufficient, plainly marked metal containers with self-closing lids provided for disposing of combustible wastes, rags, and other flammables?			

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NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	<p>271. Are stocks of excelsior, straw, shredded paper, and other highly combustible packing materials stored in isolated, fire-resistant buildings?</p> <p>272. Are small supplies of packing materials in shop areas stored in appropriate metal or metal-lined and covered containers?</p> <p>273. Are protruding nails removed from crates, lumber, packing boxes, cases, and boards?</p> <p>274. Is using flammable materials prohibited for cleaning floors?</p> <p>275. Are floors waxed only with nonskid wax?</p> <p>276. Are stored items neatly and sturdily stacked?</p> <p>277. Is at least an 18-inch clearance kept between stored materials, fire sprinkler heads, and light fixtures?</p> <p>278. Is storing materials in boiler rooms, under buildings, against doors, exits, or under stairways prohibited?</p> <p>279. Are only noncombustible wastebaskets used in offices, except where "classified paper waste" bags are required for disposing of classified material?</p> <p>280. Are people prohibited from using chairs, boxes, or other objects as substitutes for ladders to reach high levels?</p> <p>281. Are paints, solvents, acids, grease, oil, and other flammable or hazardous materials stored according to compatibility requirements?</p> <p>Flammable Materials Disposal. (AFOSH Standard 127-43).</p> <p>282. Are self-closing metal containers properly marked and used for the separate disposal of oil and paint soaked rags, wastepaper, shavings, and other flammable materials?</p> <p>282.1. Are they emptied at the end of each day?</p> <p>Document Destruction Systems (DDS) and Incinerator Operations.</p> <p>283. Is an OI or copy of the job safety standards posted near the machine (based on manufacturer's operating instructions)?</p> <p>284. Are only trained people using the machine?</p> <p>285. Do operators wear appropriate PPE (that is, fire protective jackets, gloves, and face protection) while conducting burning operations?</p> <p>286. If hazardous noise levels are present, are warning signs posted and do operators wear hearing protection?</p> <p>NOTE: Copies of current noise surveys should be on hand and people working in the hazardous area must be informed of the degree of hazard and the requirement to use hearing protection.</p> <p>287. Does the machine have an adequate feed chute?</p> <p>288. Are push sticks available and used when items must be pushed beyond the mouth guard?</p>			

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TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA PROGRAM MANAGEMENT		OPR	DATE	
NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
289.	Are only those people assigned to the detail in the immediate area?			
290.	Are "classified paper waste" bags inspected for dangerous items such as spray cans, disposable lighters, metal objects, etcetera? Are items removed before destruction?			
291.	Is a visual check made before operation and after shutdown to ensure the machine is clear of debris?			
292.	Are open safety flaps checked regularly for air flow? (Manufactures Instructions)			
293.	Are water spray instructions followed to prevent fire in the residue? (Manufacturer's Instructions)			
294.	Do operators stand clear when they open the dust collector or hopper in case a flashback occurs?			
295.	Are good housekeeping practices enforced in the document destruction system (DDS) area?			
296.	Are manufacturers' periodic or daily maintenance procedures adhered to?			
297.	Are serviceable fire extinguishers immediately available?			
298.	Have any additional requirements been setup locally? Are they followed?			
299.	Is asbestos-type clothing (that is, jackets, gloves, pants, helmets, etcetera) provided and utilized by personnel during burning operations? Is the clothing properly maintained "not just thrown on the floor."			
300.	Is a two-person policy employed during burning operations?			
301.	Are emergency egress routes established and maintained "clear or open" during burning operations?			
	Maintenance Areas (General) (AFOSH Standard(s) 127-12, 127-22).			
302.	Does proper layout, management of equipment, and passageways allow for orderly operations and avoid congestion?			
303.	Are machines properly guarded?			
304.	Are guards kept in position when machinery is operating?			
305.	Are supervisors and operators trained in control of hazardous energy, that is, lockout/tagout procedures?			
306.	Is a lockout/tagout program in effect?			
	Permanently Installed and Bench Grinding Machines. (AFOSH Std 127-22)			
307.	Is the grinder bolted securely to the floor or workstand/bench?			
308.	Do guards enclose at least two thirds of the grinding wheel?			
309.	Are work rests properly adjusted?			

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NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	310. Is eye protection available and used?			
	311. Are operators trained and is the training documented?			
	312. How are abrasive wheels stored?			
	313. How are abrasive wheels visually inspected for defects; ring test?			
	314. Are maximum operating speeds checked and blotters installed?			
	315. Are flanges inspected prior to installation?			
	316. Are adequate grounding systems provided for all electrically operated machines and tools?			
	317. Are defective hand tools immediately removed from service then repaired or replaced?			
	318. Are power-actuated tools used and strictly maintained according to AFOSH Std 127-10 ?			
	318.1. Are only qualified operators using power-actuated tools, and are qualified operator cards in their possession?			
	318.2. Is appropriate PPE used by operators and bystanders?			
	318.3. Is a warning sign "POWER ACTUATED TOOL IN USE" posted?			
	318.4. How is storage of power loads controlled? (AFI 91-201)			
	318.5. Have instructions on unloading and misfired cartridges been developed?			
	319. Are procedures setup to ensure that air receivers are drained daily to prevent excessive accumulation of liquids?			
	320. Are air lines checked periodically; any defects repaired or replaced?			
	321. Are air tanks and air receivers equipped with safety relief valves?			
	321.1. Are those valves tested at regular intervals to ensure they are in good operating condition?			
	322. Are compressed air lines and pipeline outlets tagged or marked to show maximum working pressure?			
	323. Are proper types of ladders being used?			
	323.1. Are they in good condition?			
	323.2. Are personnel who use ladders with a working height of 6 feet or more adequately trained?			
	323.3. How is this training documented?			
	323.4. Are ladders inspected prior to use?			
	Ventilation. (AFOSH Std 161-2)			
	324. Is adequate ventilation being provided in all maintenance shops?			

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TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA PROGRAM MANAGMENT		OPR	DATE	
NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	325. Has a bioenvironmental survey been conducted in work areas where there are hazardous vapors?			
	Battery Shops. (AFOSH Std 91-66)			
	326. Is the battery shop located in a well ventilated room or building?			
	327. Are charging racks or tables in the battery shop protected with an acid resistive coating?			
	328. Does the battery shop have a deluge shower and eye wash fountain?			
	329. Do maintenance workers refrain from wearing rings, watches, and other jewelry made of electricity conductive materials?			
	330. Are warning signs prohibiting smoking, sparks, or open flame posted inside and outside?			
	331. Is proper PPE available (that is, acid resistive gloves, aprons, eye or face protection) and used during battery handling or servicing?			
	332. Are lead acid and nickel cadmium (NICAD) batteries maintained in separate rooms?			
	333. Have procedures been established for the proper disposal of "electrolyte"?			
	Electrical and Electronic Equipment Safety. (AFOSH Std 91-50, NFPA 70 (NEC), TO 00-25-234, and TO 31-141-1)			
	334. Are only qualified electricians and authorized technicians allowed to maintain equipment?			
	335. Are people working around electrical circuits prohibited from wearing rings, watches, and other metallic objects which could act as conductors?			
	336. Are wall outlets, switches, etcetera, in good repair; that is, no cracked face plates?			
	337. Are circuit breakers locked open (off) with locking device and tagged with a "Danger Tag," when the equipment is removed from service for inspection or repairs?			
	338. Are the metal frames of electrically-powered equipment and transmission equipment connected to effective low resistance grounds?			
	339. Are proper size fuses or circuit breakers used in electrical circuits?			
	340. Are damaged or frayed electric wires, cords, and plugs immediately replaced or repaired by qualified electricians?			
	341. Are safety observers provided when energized C-E equipment is adjusted or repaired?			
	342. Are two qualified technicians or one qualified technician and one safety observer working together when energized circuits are exposed?			
	NOTE: If high voltage is involved, safety equipment listed in AFOSH Std 91-50, paragraph 4f(5)(a), must be readily available.			

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NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	<p>343. Are personnel procedures and initial safety briefings provided when working with high voltage equipment?</p> <p>344. Is insulating matting provided in areas of "high voltage" consoles, electrical repair and test benches, and equipment control panels?</p> <p>344.1. Is it approved by the host USAF ground safety office?</p> <p>High Voltage Repair.</p> <p>345. Are repair people prohibited from using metal rules or uninsulated tools near circuits carrying high voltages?</p> <p>346. Are doors of high voltage equipment racks kept closed except during necessary and authorized repair?</p> <p>Cathode Ray Tubes.</p> <p>347. Are cathode ray tubes (CRT) stored in original containers until installation or testing?</p> <p>348. Are CRTs placed in a steel container or sealed carton prior to smashing CRT?</p> <p>349. Is proper PPE worn during tube installation or removal, if CRTs are larger than 6 inches?</p> <p>350. Are capacitors grounded or discharged before technicians handle them?</p> <p>Work Benches.</p> <p>351. Are work benches kept clean and orderly at all times?</p> <p>352. Are metal work benches properly grounded?</p> <p>First Aid Training.</p> <p>353. Is adequate training in first aid treatment for electrical shock given all people engaged in electrical operations?</p> <p>354. Is training documented on appropriate training records?</p> <p>355. Is safety equipment provided and readily available where personnel are exposed to high voltage?</p> <p>356. Are work benches used for "power on" maintenance of any electrical equipment provided a means for grounding equipment?</p> <p>357. Are posters showing methods of artificial respiration and closed chest heart massage (CPR) displayed in all locations where electronic equipment is installed or maintained?</p> <p>358. Is at least one grounding stick provided at every high voltage installation and in all rooms housing high potential electronic equipment?</p> <p>359. Are "Danger High Voltage" signs or similar warnings prominently posted in all areas housing high voltage equipment or exposed terminals?</p>			

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TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA PROGRAM MANAGEMENT		OPR	DATE	
NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	<p>Electrical Equipment.</p> <p>360. Is electrical equipment (including electric fuse, switch, and circuit breaker boxes) plainly marked to show voltage, current, wattage, or other ratings as necessary?</p> <p>361. Are circuit disconnect means or overcurrent devices legibly marked to indicate their purpose?</p> <p>362. Is access to electrical controls and panels kept free of obstacles?</p> <p>363. Are electrical circuits grounded at the exact point of intended repair or adjustment before the technician actually contacts the particular area of energized equipment?</p> <p>364. Are grounding or shorting sticks used where required?</p> <p>365. Are only approved cleaning solvents and procedures used to clean electric or electronic equipment?</p> <p>366. Is proper lightning protection installed on all antenna systems?</p> <p>Supply, Storage, and Warehousing. (AFOSH Std 91-46 and AFMAN 23-210)</p> <p>367. Are personnel adequately trained in material handling operations ; that is, proper lifting, material handling equipment (MHE)?</p> <p>368. Have supervisors evaluated tasks and provided PPE?</p> <p>369. Is the wearing of rings and other jewelry prohibited during handling operations?</p> <p>370. Are floors kept free of water, grease, and other slippery substances?</p> <p>371. When any load is too heavy or bulky to be lifted by hand, does the worker use a suitable mechanical device to do the lifting?</p> <p>372. Are only fully trained operators allowed to operate lifting equipment and special purpose vehicles?</p> <p>373. Are aisle widths at least 2 feet wider than the widest vehicle used and are they clearly marked by lines painted on the floor?</p> <p>374. Are obstructions such as columns and posts painted with diagonal stripes (black and yellow)?</p> <p>375. Are wooden guards (preferably marked with black and yellow stripes) provided at the corners of stacked materials?</p> <p>376. Is all MHE powered by an internal combustion engine equipped with a fire extinguisher?</p> <p>377. To ensure that concentration of carbon monoxide does not exceed maximum limits, if natural ventilation is not sufficient or forced ventilation cannot be provided, are engine exhausts equipped with exhaust purifiers or, are electrically powered machines used instead?</p> <p>378. Are maximum load limits posted on all loading equipment including cranes and hoists?</p>			

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NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	<p>379. Are maximum safe load limits set and posted on warehouse floors?</p> <p>380. Are overhead guards or cages provided on forklifts and other equipment where operators are in danger from falling objects?</p> <p>381. Are defects corrected before material handling equipment is operated?</p> <p>382. Are safe operating speeds set for each type of special purpose handling vehicle?</p> <p>383. When loads obstruct operators' vision, do operators travel with load trailing?</p> <p>384. Are vehicles, including forklifts, prohibited from being fueled while the truck is running or when it is in buildings?</p> <p>385. Are vehicle operators prohibited from eating, drinking, smoking, or engaging in unnecessary conversation while driving?</p> <p>386. Are forklifts operated with the forks in proper position and at proper heights above the floor?</p> <p>387. Are materials piled in neat stacks, stabilized by dunnage if necessary?</p> <p>388. Are bulky materials stored to minimize handling and make movement easier?</p> <p>389. Are flammable packing material bins equipped with fusible link covers?</p> <p>390. Are materials prohibited from being piled within 18 inches of overhead sprinkler heads, light fixtures, or ceilings?</p> <p>391. Are compressed gas cylinders chained or secured and stored in approved areas where the danger of damage is minimized?</p> <p>392. Are compressed oxygen cylinders stored separately from combustible gas or fuel cylinders?</p> <p>Ground Fuels Servicing. (AFOSH Std 91-38)</p> <p>393. Is the two-person policy followed in all ground fuel servicing operations?</p> <p>394. Is ground fuel servicing performed with no open flames and spark producing devices within 50 feet of the operation?</p> <p>395. Do ground servicing people ensure the fuel hose nozzle is in constant contact with the filter pipe of the support equipment or vehicle tank to provide an electrical bond during fueling?</p> <p>396. Is the vehicle or equipment being serviced shut down before refueling?</p> <p>Data Processing Facilities. (AFOSH Std 127-64)</p> <p>397. Are suitable noncombustible containers used for scraps and waste as they accumulate?</p> <p>398. Are containers emptied when full or at the end of each shift?</p> <p>NOTE: If not emptied, you must move them to a location outside of the computer room.</p> <p>399. Are carpeted floors vacuumed each day when high efficiency filters are not installed in the ventilation system?</p>			

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NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	<p>Raised Floors. (AFOSH Std 127-64)</p> <p>400. Is the floor load capacity conspicuously posted?</p> <p>401. Is the area under the raised floor inspected at least once every 60 days and cleaned, as necessary?</p> <p>402. Are the areas under raised floors kept free of stored material?</p> <p>403. Are floor loading capacities posted for all floors which are above grade or over basements?</p> <p>404. Are procedures in effect to prevent installation of electrically operated vending machines and other sources of electromagnetic interference in computer rooms and rooms containing remote terminals?</p> <p>405. Are coat racks not permitted or allowed inside outside computer rooms?</p> <p>406. Are signs prohibiting food or drinks posted at each entrance to a computer room and at each remote terminal and key punch location?</p> <p>Emergency Controls. (AFOSH Std 127-64)</p> <p>407. Are emergency control switches installed in all data processing facilities?</p> <p>408. Are they readily accessible to the operator?</p> <p>409. Are they plainly marked/placards by function and covered/guarded to prevent accidental shut off or activation?</p> <p>NOTE: Switches must disconnect the ventilation system serving the room and selective power to all electrical equipment except lighting.</p> <p>Tapes and Disk Packs. (AFOSH Std 127-64)</p> <p>410. Are tapes and disc packs stored in separate rooms or vaults?</p> <p>411. Are storage stands and racks soundly constructed and not more than 7 feet in height?</p> <p>412. Has the installation fire chief been informed of all tape disk pack storage locations?</p> <p>413. Are storage locations protected by a fire suppression system?</p> <p>414. Are people in the vicinity of the storage locations aware of hazards presented by burning tapes?</p> <p>415. Are all furnishings in computer rooms constructed of fire resistant materials?</p> <p>416. Are production outputs removed from the data processing room immediately upon completing production runs?</p> <p>NOTE: You may keep products which require preliminary checking until the check is completed, if adequate space is available. (AFOSH Std 127-64)</p>			

NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	<p>417. Are sufficient noncombustible waste baskets, equipped with self-closing lids or tight fittings covers, available?</p> <p>418. Are illuminated exit signs provided for each exit and passageway?</p> <p>419. If over 600 volts of power is present, is appropriate emergency equipment available in a prominent, conspicuously marked, readily accessible location?</p> <p>420. If the potential for water damage exists (known leaky roof, sprinkler system installed, etcetera), have managers provided a way to protect computer equipment in case of water leak?</p> <p>421. Power, data, and communications cables installed in the ceiling plenum or below floor will meet the requirements of NFPA 70, National Electric Code, except that use of nonmetallic conduit will not be permitted.</p> <p>422. If plenum rated cable or conduit cannot be provided, an extinguisher system will be provided under floor or ceiling area.</p> <p>Communication Cable, Antenna and Communication -Electronic Systems. (AFOSH Std 91-50)</p> <p>423. Are food and beverages not stored or consumed in the immediate area of communication-electronic (CE) equipment, where spills or foreign objects could present a hazard to personnel or damage to equipment?</p> <p>424. Have people who perform aerial work (including inspections) been properly trained and certified?</p> <p>424.1. Is a record of climbing certification kept on AF Form 1098, Special Task Certification and Recurring Training, or AF Form 971, Supervisors Employee Brief, for civilian employees?</p> <p>424.2. Does training include CPR, bleeding control, rescue, bloodborne pathogen and climbing procedures?</p> <p>424.3. How are records maintained to ensure personnel who have not climbed within 12 months receive refresher training prior to climbing?</p> <p>Safety Observers. (AFOSH Std 91-50)</p> <p>425. Is a safety observer present whenever aerial work is performed?</p> <p>426. Does the safety observer have a current climbing certification?</p> <p>427. Is the safety observer performing no other duties?</p> <p>428. Does the safety observer have a full set of appropriate climbing equipment at hand?</p> <p>429. Are safety observers current in CPR certification?</p> <p>NOTE: Climbing instructors or supervisors may act as safety observers.</p> <p>430. Are safety belts, straps, and lanyards used when work is performed on poles or towers more than 4 feet above the ground?</p> <p>431. If a climber could fall more than 20 feet, are climbing safety devices installed on antennas and fixed ladders?</p>			

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NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	432. Are they serviceable?			
	433. Do climbers use them?			
	434. Do climbers keep from carrying bulky and heavy tools, parts, or other items on body belts while climbing?			
	435. Are handlines removed from body belts and secured to the structure when climbers reach working positions?			
	436. Are ropes used to erect or dismantle antenna supports free of splices and deterioration?			
	437. Have climbers been issued suitable protective equipment (lineman boots, hard hat, body belt, etcetera)?			
	437.1. Is equipment kept in serviceable condition?			
	437.2. Is it inspected prior to use?			
	438. Are required signs posted and AC power disconnected from transmitters before performing maintenance on transmitting antennas?			
	439. Is personal, protective equipment (face shields, gloves, coveralls, hard hats, climbers belts, lifelines) available, properly kept, and used as required?			
	440. Does the supervisor inspect all fall protection and rescue equipment at least every 6 months?			
	441. Is a written inspection record (listing individual items of equipment, condition, defects, and actions taken if defects are found) kept?			
	442. Are "HARD HAT AREA" signs placed around the location when work is performed aloft?			
	443. Are "UNAUTHORIZED CLIMBING PROHIBITED" signs posted at the base of structures or strategically located around antenna fields?			
	444. Are required warning signs posted at all access points where radio frequency levels exceed permissive exposure limits?			
	Manhole and Unvented Vaults.			
	445. Have personnel received "confined space entry" training?			
	446. Have manholes been positively identified as utility type, communication, electrical power distribution, and etcetera, prior to entry?			
	447. Is adequate ventilation available and used while personnel are in the manholes?			
	448. Where applicable, has a "confined space entry" permit process been implemented?			

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NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			
	<p>Radom Maintenance. (AFOSH Std 91-50)</p> <p>449. Are personnel engaged in radome work experienced riggers and work under the direction of a qualified supervisor?</p> <p>450. Do personnel working on or in the immediate vicinity of radomes wear hard hats and safety-toed shoes?</p> <p>451. Do personnel discontinue panel replacement activities when winds exceed 30 MPH?</p> <p>452. When maintenance ropes are used to hoist maintenance ladders to the top of radomes, are they inspected for frayed or worn spots prior to use?</p> <p>Sports, Recreation, and Off-Duty Activities.</p> <p>453. Are procedures and requirements setup to ensure that sports participants achieve and keep adequate physical conditioning?</p> <p>454. Do athletic facilities provide sufficient space to prevent over crowding, poor housekeeping, and hazards?</p> <p>455. Are sharp corners, pillars, and protruding obstructions in and around playing areas properly padded to a height necessary to protect participants?</p> <p>456. Are playing areas maintained in a safe condition?</p> <p>457. Do injured participants receive adequate medical attention from medics?</p> <p>458. Do qualified officials manage all sports contests, intramural or varsity?</p> <p>459. Are playing fields level and properly kept up ; that is relatively smooth, free of large holes, ruts, and rocks?</p> <p>460. Is sports equipment adequate, in safe condition, and occasionally inspected?</p> <p>461. Are unmonitored (isolated) steam rooms and saunas equipped with emergency notification alarm or device?</p>			